

Superior Court of California County of Sacramento

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY *for* INTERNAL AUDITOR

THE POSITION:

The Superior Court of California, County of Sacramento is now accepting applications for Internal Auditor. The Court is recruiting for Internal Auditors to perform the full range of auditing tasks related to overseeing fiscal operations of a trial court and judicial branch programs. Internal Auditors possess specialized experience and knowledge of auditing practices and procedures and have the full range of auditing responsibilities. This position is located at the Court Plaza Building, 901 H Street, Sacramento, California.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) For applicants not currently employed by the Court, the probationary period for this classification is one (1) year. For applicants currently employed by the Court in permanent positions, the probationary period is six (6) months.

SALARY: **\$2,216.00 - \$2,693.60 bi-weekly**
 \$4,820.00 - \$5,859.00 monthly

LAST DAY TO APPLY: **Friday, April 8, 2005 at 5:00 p.m. (*or until filled*)**

ESSENTIAL DUTIES:

Examples of duties performed by the Internal Auditor include but are not limited to:

- Prepares audit programs, independently or as part of a team, including: determining the type of audit required; determining the appropriate audit methodology; and identifying the steps to be followed in the audit.
- Conducts audit entrance and exit conferences with court executive staff.
- Prepares work papers and conducts audits of manual and automated systems in accordance with applicable audit programs and generally accepted auditing standards.
- Reports any unusual findings to management during the course of the audit.
- Assists in updating Court policies and procedures related to audits.
- Evaluates legislative and Generally Accepted Accounting Principles (GAAP) changes to determine the impact on the Court.
- Recommends changes based on audit reviews.
- Assists contracted or other State of California auditors as assigned.
- Writes audit reports.
- Conducts special studies, reviews and analyses as assigned.

MINIMUM QUALIFICATIONS:

Education: Equivalent to possession of a bachelor's degree in accounting or closely related field.

AND

Experience: Three (3) years of professional auditing experience.

Substitution: Additional directly related experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one (1) of the three (3) years of required experience.

Knowledge of:

Generally Accepted Accounting Principles (GAAP), Practices, and Procedures; Generally Accepted Government Auditing Standards (Yellow Book or GAGAS); automated financial system applications; principles and practices of financial auditing for manual and automated systems; Generally Accepted Auditing Standards (GAAS) re: audits of financial statements of state and local governmental units; principles and practices of budget administration; principles of financial data collection and control; practices of reviewing financial documents for accuracy and completeness; principles and practices of procurement and contracting; the operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets; principles and techniques of preparing effective oral presentations; principles and techniques of preparing a variety of effective written materials; business arithmetic.

Ability to:

Apply general accounting, budgeting and auditing principles and procedures; apply specialized auditing practices and procedures used in auditing governmental agencies; apply principles, practices and application of general, fund and governmental accounting to audit assignments; conduct audits of accounts and records of governmental organizations, both manual and computerized; apply principles and practices of budget administration; apply principles of financial data collection and control; apply principles and practices of procurement and contracting; apply practices of reviewing financial documents for accuracy and completeness; organize own work, set priorities and meet critical deadlines; operate personal computers and use specified computer applications, such as word processing and spreadsheets; communicate effectively in English, orally and in writing; use proper business mathematical calculations in determining audit conclusions; establish and maintain effective working relationships with those contacted in the course of the work; use tact and discretion in dealing with those contacted in the course of the work.

DESIRABLE QUALIFICATION:

- Certified Public Accountant (CPA).

SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Friday, April 8, 2005** (*or until filled*). Applications received by the final filing date of April 8, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
2. Application packets will be screened to determine the best-qualified candidates.
3. The best-qualified candidates will be invited to an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet the following requirements:

- Be a regular Court employee.
- Meet the minimum qualifications for the classification as referenced in this job announcement.
- Be working in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

TO APPLY FOR TRANSFER: Employees who are eligible to transfer into the Internal Auditor position must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Friday, April 8, 2005** (*or until filled*). Applications received by the final filing date of April 8, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager/Supervisor.

The hiring Manager/Supervisor will contact applicants regarding the status of their applications.

Eligible transfer applicants will be considered by the hiring Manager/Supervisor. Submission of an application does not guarantee an interview.

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

INTERNAL AUDITOR

SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your response **must be submitted** with your **court application** form and **resume** by **5:00 p.m. on Friday, April 8, 2005**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your response to no more than one (1) page per question.

1. Describe how your training and experience qualifies you for the Internal Auditor position.

2. The Internal Auditor position requires a high degree of accountability and stresses process improvement. Describe an audit program that you have prepared and conducted which reflects your ability to make timely and effective decisions and produced results through strategic planning with a goal towards improving organizational processes. Include the type of audit, audit methodology used, steps followed in the audit, and the outcome.

3. Give an example of your ability to explain, advocate and express facts and ideas in a convincing manner, to include any negotiation with individuals and/or groups either internal or external to the organization.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento, recognizes thirteen ½ (13 ½) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

Parental Leave: Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

Deferred Compensation: The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.

Computer Purchase Program: Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.